**Sheldwich Primary School**

**Little Hedgehogs Pre-School**

**JOB DESCRIPTION**

**Class Teacher**

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| Name |  |
| Salary scale | Main Pay Scale  |
| Line Manager | Headteacher |

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| **Purpose of the Job** |
| Fulfil the professional responsibilities of a teacher, as set out in the School Teachers’ Pay and Conditions DocumentMeet the expectations set out in the Teachers’ Standards |
| **Key Duties and Responsibilities (all or some will apply to your role)** |
| **Teaching*** Plan and teach well-structured lessons to assigned classes, following the school’s plans, curriculum and schemes of work
* Assess, monitor, record and report on the learning needs, progress and achievements of assigned pupils, making accurate and productive use of assessment
* Adapt teaching to respond to the strengths and needs of pupils
* Set high expectations which inspire, motivate and challenge pupils
* Promote good progress and outcomes by pupils
* Demonstrate good subject and curriculum knowledge
* Participate in arrangements for preparing pupils for external tests

**Whole-school organisation, strategy and development*** Contribute to the development, implementation and evaluation of the school’s policies, practices and procedures, so as to support the school’s values and vision
* Make a positive contribution to the wider life and ethos of the school
* Work with others on curriculum and pupil development to secure co-ordinated outcomes
* Provide cover, in the unforeseen circumstance that another teacher is unable to teach

**Health, safety and discipline*** Promote the safety and wellbeing of pupils
* Maintain good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment

**Communication*** Communicate effectively with pupils, parents and carers

**Professional development*** Take part in the school’s appraisal and performance management procedures
* Take part in further training and development in order to improve own teaching
* Where appropriate, take part in the appraisal and professional development of others

**Working with colleagues and other relevant professionals*** Collaborate and work with colleagues and other relevant professionals within and beyond the school
* Develop effective professional relationships with colleagues

**Personal and professional conduct*** Uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school
* Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality
* Understand and act within the statutory frameworks setting out their professional duties and responsibilities

**Management of staff and resources (this may or may not apply to your role)*** Direct and supervise support staff assigned to them, and where appropriate, other teachers
* Contribute to the recruitment and professional development of other teachers and support staff
* Deploy resources delegated to them

Other areas of responsibility* Safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct
* Any other tasks as directed by headteacher which fall within the purview of the post
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| *This job description may be amended at any time after discussions with you, but in any case will be reviewed during your annual Performance Management.* Signed: …………………………………………………………..………………… EmployeeSigned: ………………………………………………………………………..……. HeadteacherDate: …………………………………………. |

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| **PERSON SPECIFICATION** **Class Teacher (Main Pay Scale)** |
|  | **CRITERIA**  |
| **QUALIFICATIONS** | Qualified teacher statusDegree |
| **EXPERIENCE** | Successful primary teaching experience  |
| **SKILLS AND KNOWLEDGE** | * Knowledge of the National Curriculum
* Knowledge of effective teaching and learning strategies
* A good understanding of how children learn
* Ability to adapt teaching to meet pupils’ needs
* Ability to build effective working relationships with pupils
* Knowledge of guidance and requirements around safeguarding children
* Knowledge of effective behaviour management strategies
* Good ICT skills, particularly using ICT to support learning
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| **PERSONAL QULAITIES** | * A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school
* High expectations for children’s attainment and progress
* Ability to work under pressure and prioritise effectively
* Commitment to maintaining confidentiality at all times
* Commitment to safeguarding and equality
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